

	IMPOUND LOCATIONS	Operations Order 5.8.07
	PHOENIX POLICE DEPARTMENT	Rev. 08/28/25 PAGE 1

1. **IMPOUND LOCATIONS**

- A. Items will be impounded only at Department authorized impound locations, unless otherwise specified by this order.
- B. Impound storage locations will be entered in the IR Evidence section.
- C. Property Management Unit (PMU) - 100 East Elwood:

(1) Main Property Room and Freezer Open: 6 a.m. to 5 p.m. Monday - Friday	- Items, including <u>dried</u> biological evidence, may be taken to the Main Property Room and handed directly to a property technician. - The appropriate paperwork will also be given to PMU personnel. - In arrest situations, controlled substance/drug items for analysis <u>will not</u> be impounded at this location. - The employee area for retrieving property is located on the west side of the building, just east of the officer's parking lot; look for the sign identifying the entrance. - After hours, weekends, or holidays, contact the Communications supervisor to request an on-call PMU supervisor for items requiring frozen storage.
(2) Impounding Large Items/Night Impound Room	- Items that will be impounded at this location are as follows: * Items that are too large to fit into a precinct impound locker * Any large quantity of property that would occupy more than one station locker space * Cash (more than \$5,000) * Any large, heavy, or bulky items that cannot easily be handled by one employee (truck tires, safes, etc.) * Any item exceeding 50 pounds - The Night Impound Room is located in the north section of the PMU building. - Items may be impounded inside this facility when PMU is closed (5 p.m. to 6 a.m.). - The magnetic/electric card to the room may be obtained from the lockbox or from the Communications Bureau radio supervisor at 100 East Elwood at any time. - Items that contain any amount of fuel <u>will not</u> be impounded in the Night Impound Room. - The appropriate paperwork will be completed and left with the items. The Property Log will also be completed.

- D. Laboratory Services Bureau (LSB) Building – 621 West Washington:

(1) PMU Annex Open: 24 Hours a Day, Seven (7) Days a Week	- Located in the basement of the LSB building - Between the hours of 6 a.m. and 2:30 p.m., Monday through Friday, items may be handed directly to the property technician on duty along with the appropriate paperwork. - When the property technician is unavailable, all items and appropriate paperwork will be placed in appropriate sized lockers whenever possible. - Lockers should automatically lock when closed; officers will check lockers to ensure they are completely closed.
(2) Evidence Drying Facility	- Items of evidence that are wet/damp/moist, contain biological substances, or are fresh marijuana plants, must be dried prior to being impounded for long-term storage. - Employees that need to impound extremely odorous items should contact the VCB desk sergeant.

(continued on next page)



IMPOUND LOCATIONS

PHOENIX POLICE DEPARTMENT

Rev. 08/28/25

Operations Order

5.8.07

PAGE 2

1. D. Laboratory Services Bureau (LSB) Building – 621 West Washington: (continued)

(2) Evidence Drying Facility (continued)

- The following procedures will be used to prevent cross-contamination while placing evidence in the Evidence Drying Facility:
 - * Before employees enter the evidence packaging/prep room, they will put on protective equipment as required in [Operations Order 6.7.00, Communicable Disease Control Plan](#).
 - * Employees will obtain and complete the Evidence Bay Control form.
 - * Employees will clean prep room work surfaces with the cleaning solution provided.
 - * Clean butcher paper will be placed on the work surface.
 - * Items to be placed in the evidence bay to be dried will be sorted on the butcher paper.
 - * Items will be searched before being placed in the evidence bay and contaminated items will be placed in the bay.
 - * Employees will repeat the cleaning/butcher paper process for each suspect and/or victim evidence processed, even when related to the same IR.
 - * Employees will change nitrile or latex examination gloves when processing or handling each evidence item.
 - * Evidence for each victim and suspect will be placed in separate bays, even if related to the same IR.
 - * Butcher paper and packaging used for transportation will be placed in the evidence bay with the wet items, but will not be listed in the Evidence section of the IR.
 - * Employees will use hangers and rods provided to hang items as appropriate.
 - * To prevent cross-contamination of evidence, care will be taken to ensure items do not come into contact with each other.
 - * A plastic numbered security seal will be used to secure the bay door, with the serial number noted on the Evidence Bay Control form.
 - * The Evidence Bay Control form will be clipped to the bay door.
 - * Before employees exit the Evidence Drying Facility, they will discard all soiled protective gear in the containers provided.
 - * Employees will exit through the decontamination room using the cleanup supplies provided.

Documentation

- Patrol officers will generate an IR/Incident Supplement ensuring each item is listed in the Evidence section, a description of each item is provided, and the Drying Room is selected as the "Impounded Site".
 - * The PDF copy of the IR Evidence section will be printed (the draft is acceptable) and clipped to the bay door with the Evidence Bay Control form.

Detectives and crime scene specialists will follow procedures as outlined in their bureau manuals.

Drying Time

- Fresh marijuana plants with stalks up to 1/2 inch in diameter will be allowed to dry for up to five business days.
- Fresh marijuana plants with stalks larger than 1/2 inch in diameter will be allowed to dry for up to 10 business days.
- All other items will be allowed to dry up to five days unless otherwise necessary.

Removing Items from the Evidence Drying Facility

- After items have been given the appropriate amount of drying time, the follow-up detective or a crime scene specialist will remove, repackage separately, and impound the items (to include the original packaging and if necessary, the butcher paper) according to normal procedures or deliver the items to the PMU Annex if analysis is desired.

	IMPOUND LOCATIONS	Operations Order 5.8.07
	PHOENIX POLICE DEPARTMENT	Rev. 08/28/25 PAGE 3

1. D. Laboratory Services Bureau (LSB) Building – 621 West Washington: (continued)

(3) Refrigerator	- Located in the PMU Annex and used for items such as, dried biological evidence, blood tubes/vials, and perishable items requiring analysis, during the hours when the property technician is not on duty. - Employees will indicate in the IR which items of evidence were placed in the PMU Annex refrigerator. - The PDF copy of the IR Evidence section will be printed (the draft is acceptable) and placed with the evidence in the refrigerator. - Only VCB personnel will empty the refrigerator, delivering items to PMU Annex personnel during business hours.
(4) Temporary Storage	- Lockers are available for detectives to secure items for up to 24 hours (this does not include weekends and holidays). - Patrol officers will only use these lockers under emergency situations. - Lockers will not be used for storing items prior to/before the scheduled court date. - Lockers are numbered 214-229 and are keyed in order to maintain the security of evidence. - Biohazard and hazardous items <u>will not</u> be stored in temporary lockers. - During PMU Annex business hours, a temporary locker will be assigned with the assistance of the property technician on duty. - After PMU Annex business hours, the following procedures will be followed when accessing temporary storage lockers: * All key logs will be filled out <u>completely</u> when accessing lockers. * The logs are hanging on the door of each locker available for temporary storage. * The key for each locker will be left in the key slot of the locker. * When the locker is in use, the detective will retain and be responsible for the key. * When items are removed from the locker, the key will be left in the lock for later use. - The VCB administrative section has the responsibility for the inspection, audit, and policy enforcement of the temporary lockers. - A duplicate key for each locker will be retained off site at PMU. - CSRU maintains temporary evidence lockers in the Crime Scene Lab for the storage of evidence from scenes until impounded. * If items cannot be impounded by end of shift, authorization by the employee's supervisor is necessary detailing the special circumstances required for longer storage. - Duplicate keys for CSRU lockers are maintained in a lock box in CSRU.

E. Precinct/Command Station/Substation Property Rooms

(1) Black Mountain, Cactus Park, Central City, Desert Horizon, Mountain View, Maryvale/Estrella Mountain, and South Mountain Precincts North and South Command Stations Ahwatukee Foothills, Public Records and Services Unit, Goelet Beuf, and South Mountain Village Substations	- All items may be impounded at a precinct station/command station property room, unless otherwise specified in this order. * A refrigerator is available at most precincts to impound DUI blood and urine evidence collection kits/boxes. - Keys to enter a precinct station/command station property room are located at their respective service desks. - Employees will complete the Key Sign Out/Evidence Retrieval Log form when impounding items. - Lockers should automatically lock when closed; officers will check lockers to ensure they are completely closed. - When all precinct station/command station locker space is filled, items will be impounded in the PMU Annex or at 100 East Elwood. - Items impounded at precinct stations/command stations will be removed regularly by PMU personnel and transported to the Main Property Room for storage. - PMU personnel finding incorrectly impounded items at the precincts/command stations will complete a Correction Request/Notification Form 80-6D. - Controlled substance/drug evidence seized from suspects that have been arrested may not be impounded at these locations.
---	--

	IMPOUND LOCATIONS	Operations Order 5.8.07
	PHOENIX POLICE DEPARTMENT	Rev. 08/28/25 PAGE 4

1. F. Sky Harbor Airport - 3300 Sky Harbor Boulevard

(1) Found Property	- Found property at Sky Harbor International Airport will be turned over to the Aviation Department for disposition, with the exception of firearms, drugs, or money/jewelry valued at \$50 or more. * In these cases, the items will be turned over to Airport Bureau employees for impounding.
---------------------------	---

G. Training Bureau Range - 10001 South 15th Avenue

(1) Bomb Squad's Explosive Bunkers - "Gun" Lockers	- Located on the hill behind the shotgun range - The gate will remain unlocked during the hours the range is <u>not</u> in use. - Prior to going to the bunkers, raise the yellow flag - After impounding items in the "Gun" lockers, lower the yellow flag and return the flag to the box * Ensure a copy of the Evidence section (the draft is acceptable) is included with the impounded item/s NOTE: Flammables will not be impounded at the explosives bunkers (see section 5.M for procedures on impounding flammables).
---	--

H. 620 Basement Impound Room – 620 West Washington Street

(1) 620 Basement lockers "Gun", "Casing" and "Electronic Device" Lockers	- The 620 Basement impound location is intended for the impound of firearms and/or casing requiring NIBIN analysis or electronic devices needing immediate analysis by DFIU - all other items should be impounded at Department authorized locations. - Located in the basement of Police Headquarters, 620 W Washington St., between the garage doors and elevator bays. - The door is labeled Crime Gun and Cell Phone Impound Room. - Prior to going to the basement to impound, officers must obtain the key from the Front desk or VCB desk and return the key prior to leaving. - Employees will complete the key sign out/in at the Front or VCB desk. - Firearms Lockers are located on the south wall, are gray, are numbered 1-20, and are labeled Guns Only. * Lockers should automatically lock when closed but officers will check to ensure they are locked. * The Evidence Retrieval Log form will be filled out indicating which locker the evidence was left in. - Evidence casings are to be impounded in the "Mailbox" (locker #21). * Casings must be individually packaged in plastic vials and evidence bags and must be labeled and sealed as outlined in section 5.L of this order. - Electronic device lockers are long the west wall, have clear doors, are numbered 1-72, and are labeled Electronic Devices Only. * These lockers are equipped with power cables – if the device being impounded needs to have power to avoid powering off, use these lockers, and choose one with the type of power cable needed for the device. * The Evidence Retrieval Log will be filled out completely for each item, indicating which locker the evidence was left in. * Electronic device lockers will be sealed by the employee using a numbered security seal to secure the locker door, and the serial number will be noted on the Evidence Retrieval Log form. * Employees will check to ensure lockers are completely closed and secured NOTE: DO NOT impound powered off devices here – if the device powered off during evidence collection, <u>leave it off</u> and impound at any other Department authorized impound location.
---	--

	IMPOUND LOCATIONS	Operations Order 5.8.07
	PHOENIX POLICE DEPARTMENT	Rev. 08/28/25 PAGE 5

1. H. 620 Basement Impound Room – 620 West Washington Street (continued)

(1) 620 Basement lockers “Gun”, “Casing” and “Electronic Device” Lockers (continued)	• If no lockers are available, items will be impounded at the PMB annex at 621 W Washington St., or any other Department authorized impound location. • Items impounded at this location will be removed regularly by CGIU/NIBIN or DFIU personnel when ready for analysis and the movement from this location will be documented in RMS. • Once analysis of items impounded at this location is complete, the items will be transported to PMU for storage. • Items impounded at this location, but not analyzed, will be re-directed to PMU for storage. • VCB administrative staff has the responsibility of inspection, audit and policy enforcement of the 620 basement lockers. • Any questions should be directed to the VCB desk sergeant who will route to the on-call CGIU/DFIU sergeant, available 24/7.
---	--

Last Organizational Review: